

DRAFT



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

AMCPE-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Materiel Command (AMC) Compassionate
Reassignment Policy

1. Enclosed is the revised AMC Compassionate Reassignment Policy. This policy clarifies the guidelines and procedures of the former policy dated 5 September 1996.
2. Thank you for your comments and recommendations. We truly appreciate the difficulty of placing employees during these times of downsizing and consequent turmoil. However, this program can succeed only through your compassion and cooperation.
3. The policy is subject to impact and implementation bargaining with local labor unions.
4. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!

FOR THE COMMANDER:

Encl
as

MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

DISTRIBUTION:

COMMANDER

U.S. ARMY AVIATION AND MISSILE COMMAND, ATTN: AMSAM-PT
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND, ATTN: AMSEL-PT
U.S. ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND, ATTN: AMSCB-
RRO
U.S. ARMY INDUSTRIAL OPERATIONS COMMAND, ATTN: AMSIO-HR
U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-I-O
U.S. ARMY SECURITY ASSISTANCE COMMAND, ATTN: AMSAC
U.S. ARMY SIMULATION, TRAINING, AND INSTRUMENTATION COMMAND,
ATTN: AMSTI-RP

AMCPE-C

SUBJECT: U.S. Army Materiel Command (AMC) Compassionate
Reassignment Policy

DISTRIBUTION: (CONT)

U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND, ATTN: AMSTA-RM-P

U.S. ARMY TEST AND EVALUATION COMMAND, ATTN: AMSTE-RP

DIRECTOR

U.S. ARMY RESEARCH LABORATORY, ATTN: AMSRL-OP-PE

AMC POLICY ON COMPASSIONATE REASSIGNMENT

1. Purpose. As a concerned and caring employer, the U.S. Army Materiel Command (AMC) attempts to assist capable and dedicated employees who encounter personal problems that could be alleviated by reassignment to positions in other geographic locations. Subject to mission requirements and the reasonable exercise of management discretion, it is the AMC policy to provide positive assistance to those employees to assure both their continued contribution to meeting the Army's mission requirements and to assist them in meeting their critical personal needs. This policy has been established to provide commanders with a tool for alleviating employees' personal crises. A compassionate reassignment is not an employee entitlement. It is not meant to preclude the use of other management options, such as details and reassignments, without regard to the employee's personal circumstances. Therefore, an employee has no basis for appealing or grieving a denial of a request for a compassionate reassignment.

2. Applicability. This policy applies to permanent AMC employees stationed at and seeking reassignment to an AMC activity, including those employees on mobility agreements (e.g., DA central and local intern programs, and long-term training programs), with the concurrence of the activity career program managers. Placements under this policy should be considered on a case-by-case basis.

3. Guidelines and procedures. To implement this policy within AMC, the following guidelines are established:

a. The personal problem requiring the reassignment must involve the employee or a member of the employee's family. Family members are the spouse and parents thereof; children, including adopted children and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. In the case of overseas employees, refer to Joint Travel Regulations (JTR) Volume 2, Appendix A, Glossary of Terms, "Dependent/Immediate Family."

b. The reassignment must be critical to the health, safety and/or psychological well-being of the employee or family member.

c. The personal problem must be one which cannot be resolved by a means other than reassignment (e.g., temporary detail/reassignment, leave, correspondence, power of attorney, help from other family members or friends).

d. The employee must initiate the process by submitting a written request for reassignment. The request will be addressed through the employee's immediate supervisor to the commander or the commander's designee. The written request must provide full

documentation of the problem from appropriate authorities to substantiate the request, and must explain how the compassionate reassignment would alleviate the problem. In addition, the request must include a job application form, indicating the lowest grade for which the employee is available; and a copy of the employee's most recent performance appraisal, which must be at Successful Level III or higher.

e. The commander/designee must make a positive finding that hardship factors exist based on verification of the facts provided in writing by competent authorities (e.g., attending physician, community health organization, and/or American Red Cross) wherever possible.

f. The commander/designee of the activity for which the employee works requests placement assistance from the commander/designee of the activity (or activities) to which the employee requests reassignment. The requesting commander/designee will outline the circumstances requiring placement and provide a copy of both the employee's job application form and most recent performance appraisal.

g. The commander/designee receiving the request will determine if vacancies are available for which the employee is qualified and available. DOD Priority Placement Program (PPP) clearance requirements must be applied to any potential vacancy before a compassionate reassignment may be offered. If no reassignment opportunities are available, the employee may be considered for vacancies at a lower grade for which available and qualified. Acceptance of a change to lower grade does not confer the right to priority consideration for a higher grade, since the action is at the employee's request. Moreover, employees who accept compassionate reassignment to lower grades normally will not be eligible for grade or pay retention. If a vacancy is available for which the employee is qualified and available, the employee will be extended an offer. The priority for this type of placement will rank just below other statutory and directed mandatory placement requirements (e.g., PPP, spouse preference, restoration to duty after military service, statutory reemployment rights, etc.). If the receiving activity is not able to make a job offer within 2 to 4 weeks, the commander/designee will inform the employee as to the probability of employment within the next 6 months.

h. Consideration for compassionate reassignment expires if the employee has not been offered a position with the gaining activity within 6 months from initial registration for consideration. If the personal problem has not been resolved, and the employee wishes to be reconsidered for compassionate reassignment, the employee will update the original request or submit a new request. The update

will include documentation and reverification of the situation as described in paragraphs 3a through 3e, above.

i. The commander/designee of the activity where the employee works will, at the time of employee's request, advise the employee that Permanent Change of Station (PCS) costs incident to the reassignment will be borne by the employee, except when the reassignment is to a position in a shortage category or from an overseas post to CONUS. JTR Volume 2, Chapter 4, Part A, C4000, A2, limits coverage for entitlement to benefits for permanent duty travel to "travel upon transfer in the Government's interest." Part C, C4100 B2, clarifies "in the Government's interest," as follows: "If the employee actively pursues, solicits or requests a position change resulting in the geographic move of such employee from one PDS (permanent duty station) to another, such a transfer is primarily for the convenience and benefit of the employee." The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the interest of the employee and not in the interest of the Government, that travel orders will not be issued, and that PCS expenses will be borne by the employee.

(1) If the gaining activity determines the vacant position is in a shortage category, and that cost effectiveness, labor market conditions, and difficulty in filling the vacancy warrant payment of PCS allowances, the gaining activity will so advise the employee, issue travel orders, and pay PCS costs if this is consistent with current local policies pertaining to the relocation costs.

(2) When the reassignment is from an overseas location to the continental United States, the losing activity will pay the PCS costs, except for Temporary Quarters Subsistence Expenses (TQSE), miscellaneous expenses, and, if appropriate, real estate transaction reimbursements which will be paid by the gaining activity.

j. The employee should be made aware if a Reduction in Force (RIF) is being planned or conducted in the receiving organization. Reassignments are limited to those organizations that are not conducting a RIF at the time of the reassignment. If a RIF is being planned, reassignment of the employee must not cause adverse impact on other employees at the receiving organization. An employee who accepts an offer for a compassionate reassignment is not protected from any future RIFs, reorganizations, or any other independent personnel actions.

k. Installations may also explore Job Swaps as an option. A Job Swap involves two permanent Federal employees in similar jobs switching positions (a lateral reassignment or transfer). In a Job

Swap, when the Civilian Personnel Offices (CPOs), supervisors and employees from both the losing and gaining organizations agree that their two employees may swap positions, the respective CPOs will make the Job Swap placement offer.

1. The following situations are not considered appropriate reasons for compassionate reassignment:

(1) Minor allergies, illness or injuries.

(2) Illness induced by misconduct.

(3) Financial problems related to an off-duty job or private business.

(4) Employee's or spouse's relocation due to employee or spouse initiated request for reassignment or promotion. However, relocation of the employee's or spouse's employment may be considered as a basis for compassionate reassignment when the relocation is due to an involuntary situation such as reduction in force or transfer of function.

(5) Employees pending disciplinary/adverse actions or having performance problems (i.e., having a current unsuccessful rating or being on a Performance Improvement Plan).

m. Reassignments must be consistent with career program guidelines. Employees may not be placed in positions for which they are not qualified.

n. The policy is subject to impact and implementation bargaining with local labor unions. Selection from among appropriate sources is still a reserved management right, and management is not required to fill vacancies in order to facilitate a request for compassionate reassignment.

o. Penalties for giving false information for the purpose of justifying a compassionate reassignment will be in accordance with AR 690-700, chapter 751.

p. Disagreements between two activities in the same Major Subordinate Command (MSC) will be resolved at the MSC level. Disagreements between MSCs will be resolved at Headquarters, AMC level (ATTN: AMCPE-C). All actions must be fully coordinated with the servicing Civilian Personnel Advisory Centers (CPACs).

4. Your support of this policy and its implementing instructions is crucial to our continuing efforts to retain and maintain a well-trained, effective work force. Local supplementation of this policy is authorized.